NTB Standard Operating Procedures (SOPs)

Highlights of DRAFT for Review

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Purpose of SOP

- **Guide for administering the NTB and knowing what operational actions are needed**

- **Frame of reference for new participants**

- **Set of expectations for operation and participation**

Scope

- **Procedures**
  - NTB Chair; Working Group Chairs
  - Secretariat
  - Members and Participants

- **Baseline for future documents**
  - ISMC SOP
  - VWG SOP
  - CIIWG SOP
  - XREP SOP

Highlights

Important Concepts

- Individual roles and responsibilities

- ISMC Master Document Control (MDC)

- Document and software coordination

- Electronic distribution of information

Individual Roles and Responsibilities

■ **All Participants**

       Attend meetings when necessary

       Represent the interests of parent organization

       Be familiar with agenda issues

       Participate in relevant Working Groups

       Complete Action Items assigned

       Use Issues and Concerns feedback

■ **Voting Members**

       Attend all meetings

       Send proxy vote or representative

       Absence without proxy is assumed
            to be concurrence

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ISMC Master Document Control (MDC)

■ **Configuration management process used for all ISMC-controlled documents**

■ **NTB documents in four categories**

        Defense Standardization Program (DSP)

        JIEO/JITC Control

        Joint Agency Control

        Other Configuration Control

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ISMC MDC Documents

DSP Control
MIL-HBK-1300A (NITFS)
MIL-STD-2500A (NITF)
MIL-STD-188-198A (JPEG)
MIL-STD-2045-44500 (TACO2)
MIL-STD-2301 (CGM)
MIL-STD-188-196 (Bi-level Comp)
MIL-STD-188-197A (ARIDPCM)
MIL-STD-188-199 (VQD)
JIEO TIS 9137 (KY-57/58)
JIEO TIS 9138 (KG-84 A&C)
JIEO TIS 9139 (KY-68)
JIEO TIS 9140 (STU-III)

JIEO/JITC Control
JIEO/JITC Circular 9008
Cert Test & Eval Plan
JIEO/JITC Circular 9214
NITFS Tag Registry

Joint Control
SPIA
SPID

Other NTB Control
NITFS Migration Plan
PIAE
NITFS SDE
NTB SOP

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MDC Products and Benefits

❏ **Products**

    Status tracking of all MDC documents and changes

    Configuration Item Index (CII) database

❏ **Benefits**

    We will have a baseline of all NITFS documents

    An audit trail will exist of document versions and
        changes leading up to a baseline version of
        NITFS reference software

    Products will help during coordination of documents
        and software in NITFS baseline

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Document Coordination

■ **Provides a clear process and time expectations for new documents and changes**

Effectivity planning

Test planning

Reference prototype (as required)

Validation testing

Community comments

Comments resolution and approval

Quality review

Publication and dissemination

Configuration management

Software Coordination

■ **Purposes of Reference Software**

      Validate a developed or proposed standard
      Provide proof of concept/feasibility
      Develop and verify a reference test baseline
      Clarify ambiguities in a standard
      Leverage adoption and implementation of a standard

■ **Process for approval of reference software**

  Planning
      Development
           Validation
                 Approval
                      Dissemination
                         CM

Electronic Distribution of Information

- **Consolidation of ISMC and NITFS WWW pages to CIO Home Page on DMA server**

- **Electronic dissemination as primary vehicle**

  Home pages on WWW for information
  Inputs to databases via forms on WWW
  Expanded e-mail reflectors
  Download documents and software using FTP

- **Physical media by exception (upon request)**

Summary

■ **NTB operating procedures defined in SOP**

■ **Highlights**

      Individual roles and responsibilities
      ISMC Master Document Control (MDC)
      Document and software coordination
      Electronic distribution of information

■ **Comments are welcomed!**

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TASC

CR Review Process

Originator

CRs

CR Pre-Review

NTB User Coordination

S/W Prototype

Test Plan Development

Review	Validation
Comment	Testing

NTB Comments Resolution

ISMC Approval

New Baseline Release

Approved Ref S/W	Approved Test Plan	Approved Document

Publication

Dissemination